

USDA HSPD-12 Person Model Reports Guide

Prepared for



**United States Department of Agriculture
Office of Homeland Security and Emergency
Coordination (OHSEC)
300 7th Street SW, Washington DC 20024**

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Revision Information

Version	Date	Revision Notes
1.0	9/1/2011	Initial Draft



Introduction

The Person Model Report Service allows Person Model users to check non-employee status to determine where non-employees are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific non-employee records.

Note: You must be a designated role holder in Person Model to access the report service. If you require access, please consult your Agency Security Officer (ASO).

Getting Started

Person Model provides four different canned reports. Each report allows you to filter results by Sub-Agency and some additional fields depending on the report. Several different export formats are available, including **htm**, **.pdf**, and **.csv**. To sort report results, select the **.csv** format. You can then save the report as an Excel file.

You may need to turn off pop-up blockers on your browser before running reports. Issues with downloading reports in .csv format are typically related to the browser settings and can be resolved with the following modifications to the IE7 settings. Please keep in mind that menus may vary depending on the Internet Explorer (IE) version used. **Note: Per individual agency IT policies, users may need to gain approval and request assistance from their IT staff to complete these changes.**

Ensure the website is a trusted zone

If 'icams.usda.gov' is not an IE trusted zone (icams.usda.gov is not an trusted zone by default), the site can be added to the trusted zone as shown below and download related settings of the trusted zone can be modified instead of the 'internet zone' if the user does not want to modify the internet zone settings.

Start IE

Click on **Tools**

Click on **Internet Options**

Click on **Security** tab

Select **Trusted site**

Click on **sites** button

Enter <https://icams.usda.gov/> in the text box and click on **add**.

Ensure Download settings are set to 'Enable'

Start IE

Click on **Tools**

Click on **Internet Options**

Click on **Security** tab

Click on **Custom level**

Scroll down to **Downloads** and ensure all are set to **Enable**.

The IE7 browser settings should be as shown below:

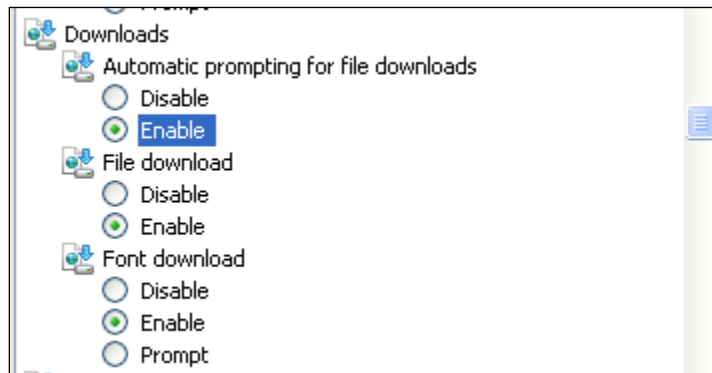


Figure 1: IE7 Browser Settings

Accessing Person Model Reports

1. To access this report, log in to Person Model (<https://icams.usda.gov/>) and log in using your Person Model user name and password.
2. Select Non-Employee Processing, then Person Model Reports.
3. Select the report you wish to run by selecting the hyperlink from the left navigational menu or the corresponding icon.

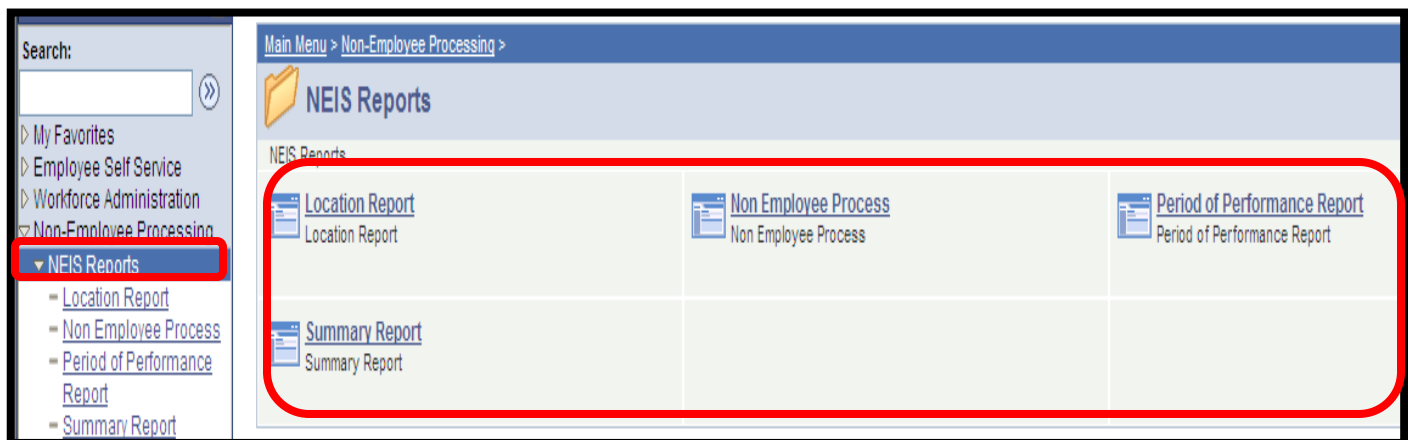


Figure 2: Accessing Person Model Reports

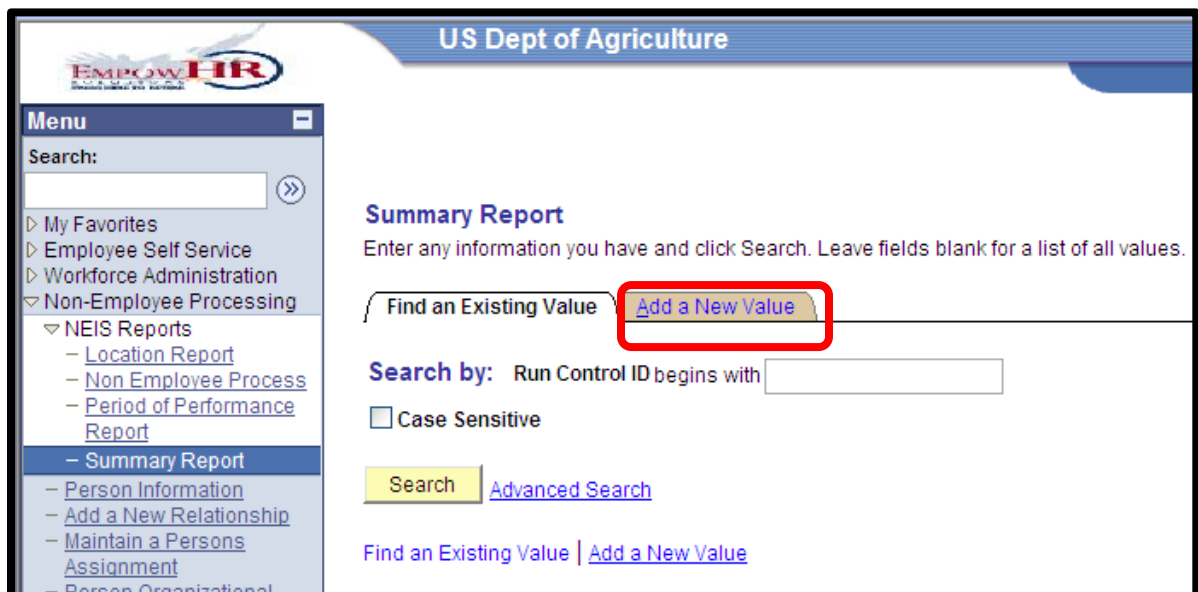
Running the Reports

Run Control ID

The following steps will show you how to set up a Run Control ID. The Run Control ID serves as a reporting session ID, or a report processing ID, and is only available to the person who establishes it. Users only have to set up and save their Run Control ID once, but may choose to set up more than one. Once set up, the Run Control ID saves the user's reporting parameters and reporting history.

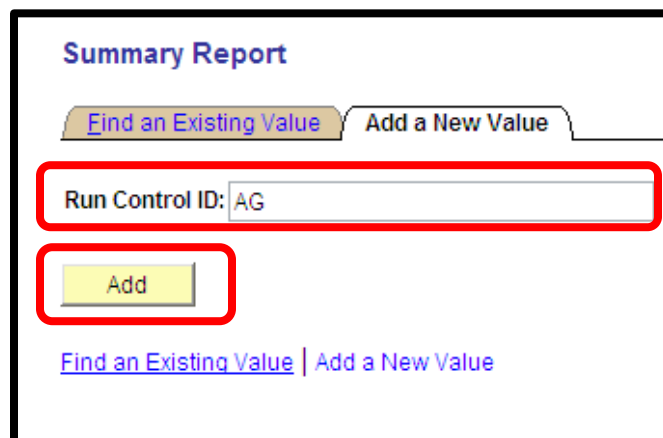
For this example we will be working with the Summary report. Follow this process to set up Run Control IDs for each set of report parameters you want to save.

1. On the "Summary Report" menu link, click the **Add a New Value** tab:



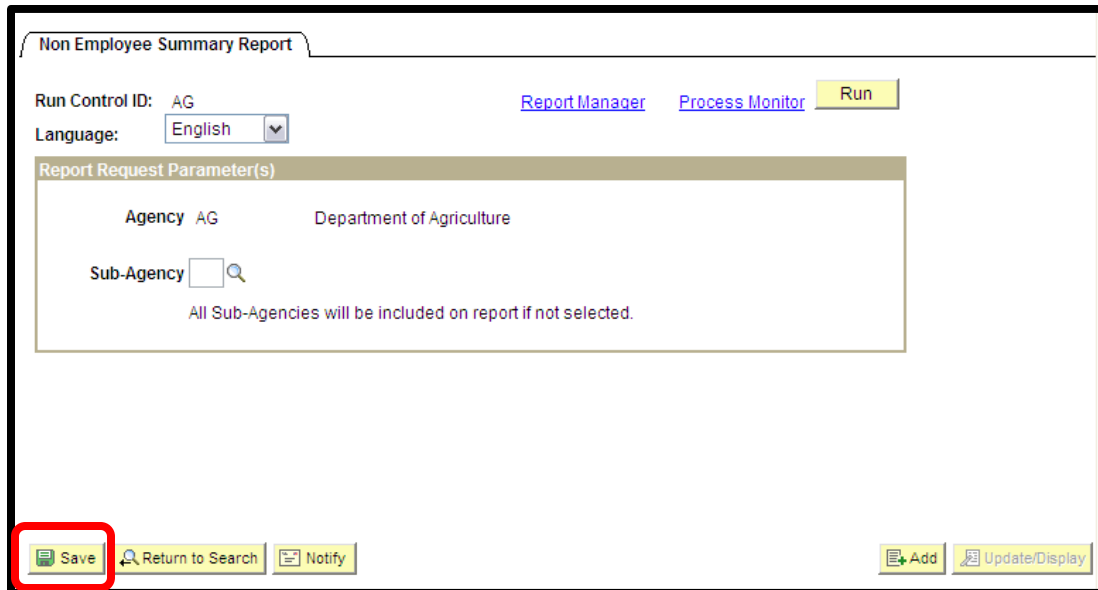
The screenshot shows the USDA EMPowerHR interface. On the left is a 'Menu' sidebar with a search bar and a list of links including 'My Favorites', 'Employee Self Service', 'Workforce Administration', 'Non-Employee Processing', 'NEIS Reports' (with sub-links for Location Report, Non Employee Process, Period of Performance Report, and Summary Report), 'Person Information', 'Add a New Relationship', 'Maintain a Persons Assignment', and 'Person Organizational'. The main content area is titled 'Summary Report' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. A 'Search by:' field is set to 'Run Control ID begins with' followed by an empty text box. There is a 'Case Sensitive' checkbox and 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Enter a new Control ID (choose any unique ID, such as your initials or Monthly Summary Report) and click **Add**:



This is a close-up of the 'Add a New Value' tab. It shows the 'Run Control ID' text box containing the value 'AG', which is highlighted with a red box. Below the text box is an 'Add' button, also highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- On the Report Run page, click the **Save** button to store your Run Control ID.



Non Employee Summary Report

Run Control ID: AG [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameter(s)

Agency AG Department of Agriculture

Sub-Agency

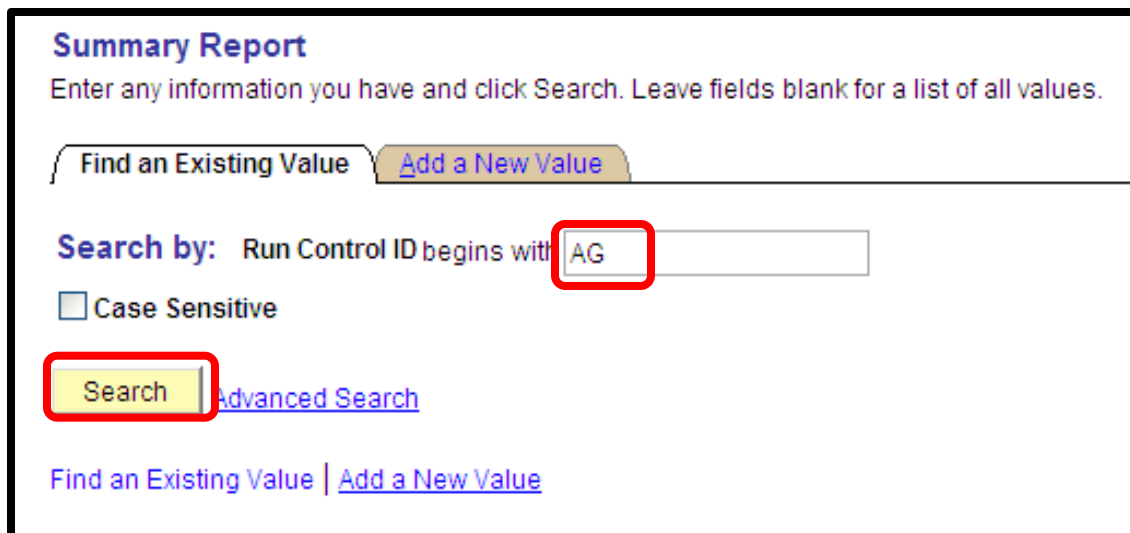
All Sub-Agencies will be included on report if not selected.

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Normal process steps

Now that you have set up a Run Control ID, you may begin running reports. For this example we will continue using the Summary Report.

- On the “Summary Report” menu link, enter your “Run Control ID” & click the **Search** button:



Summary Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with AG

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. To filter by Agency, enter a "Sub-Agency" value. System Administrators may leave it blank to display all of USDA.
3. Click the **Run** button to start a new report.



Non Employee Summary Report

Run Control ID: AG [Report Manager](#) [Process Monitor](#) **Run**

Language: English

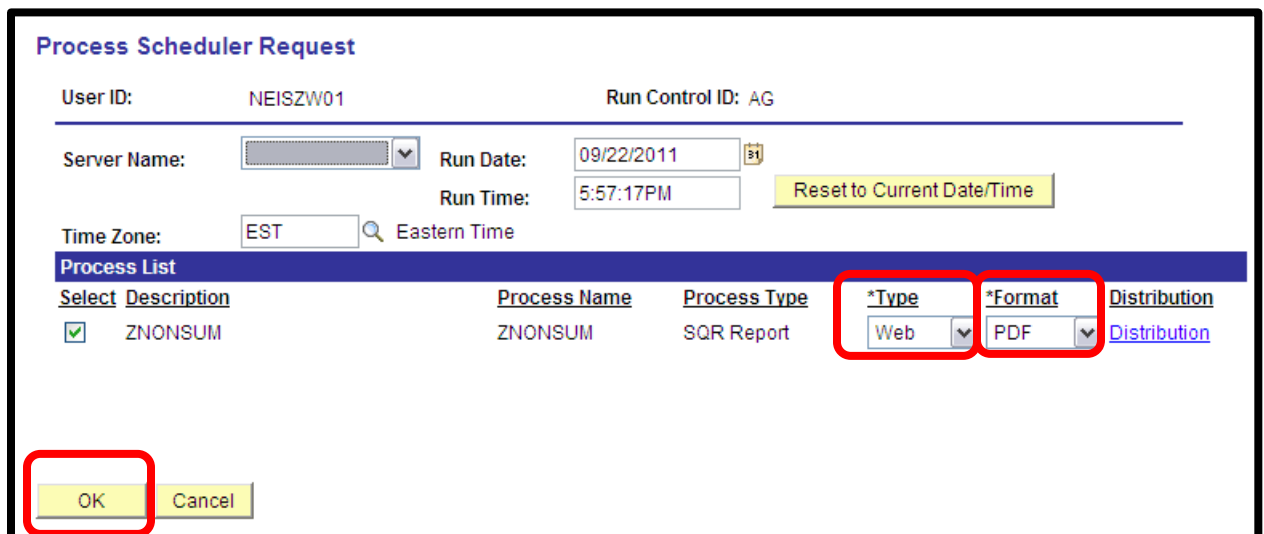
Report Request Parameter(s)

Agency AG Department of Agriculture

Sub-Agency 


All Sub-Agencies will be included on report if not selected.

4. You will be directed to the **Process Scheduler Request** screen.
5. Select how to run the report:
 - a. To store the generated report within the Person Model website, select **Web** as the **Type**.
 - b. To send the generated report as an email attachment, select **Email** as the **Type**.
6. Select the report format:
 1. Select an option from the **Format** list.
7. Click the **OK** button to create the new report:




Process Scheduler Request

User ID: NEISZW01 Run Control ID: AG

Server Name: Run Date: 09/22/2011 

Run Time: 5:57:17PM **Reset to Current Date/Time**

Time Zone: EST  Eastern Time

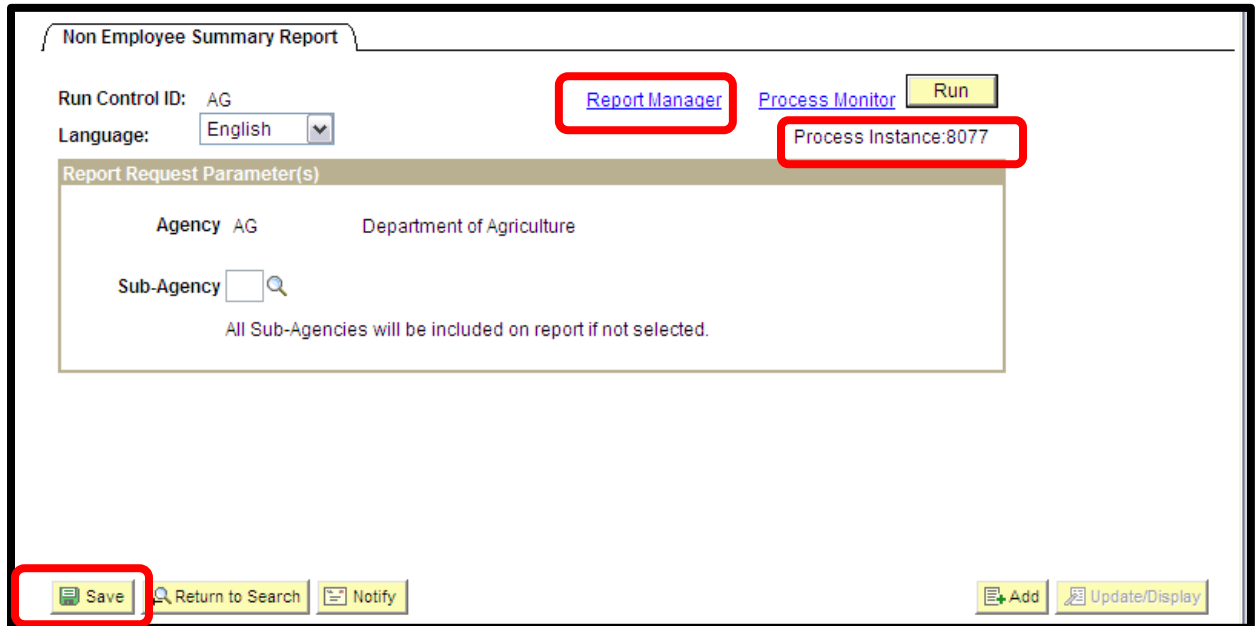
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ZNONSUM	ZNONSUM	SQR Report	Web	PDF	Distribution

OK **Cancel**

8. Notice the **Process Instance** number assigned to the new report.
9. Retrieve the new report:

- a. If you chose to have the report sent as an email attachment, you are finished. Click the **Save** button. You will receive an email from RA.mdbeltsvi3.AMDCTest@one.usda.gov with the report attached.
- b. If you chose to have the report stored within Person Model, click the **Report Manager** link.



Non Employee Summary Report

Run Control ID: AG [Report Manager](#) [Process Monitor](#)

Language:

Process Instance: 8077

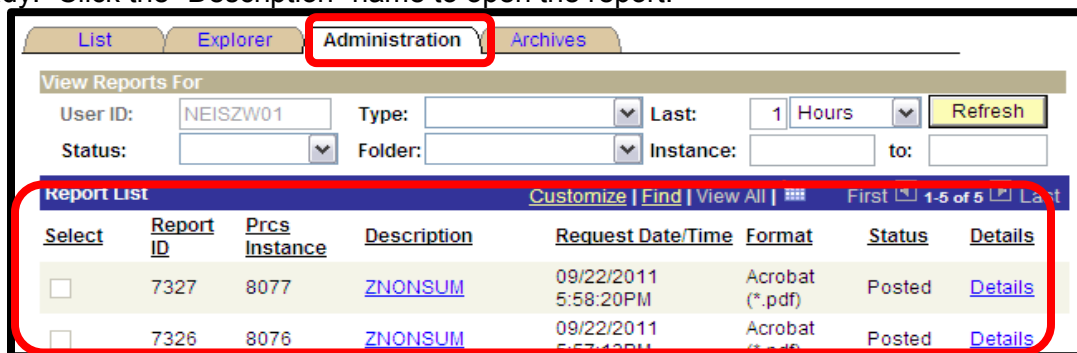
Report Request Parameter(s)

Agency AG Department of Agriculture

Sub-Agency

All Sub-Agencies will be included on report if not selected.

10. Click the Administration tab.
11. You will see the new report that was generated in the Report List area. The most recent report is first in the list. If the Status of the report says "Processing" or "N/A", click the Refresh button to see if the report is ready. Once the Status says "Posted", the report is ready. Click the "Description" name to open the report:



Administration

View Reports For

User ID: Type: Last: Hours

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7327	8077	ZNONSUM	09/22/2011 5:58:20PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7326	8076	ZNONSUM	09/22/2011 5:57:43PM	Acrobat (*.pdf)	Posted	Details

The new report will open in a new window. Make sure your web browser is NOT blocking pop-ups.



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Report ID: ZNONSUM
Database:

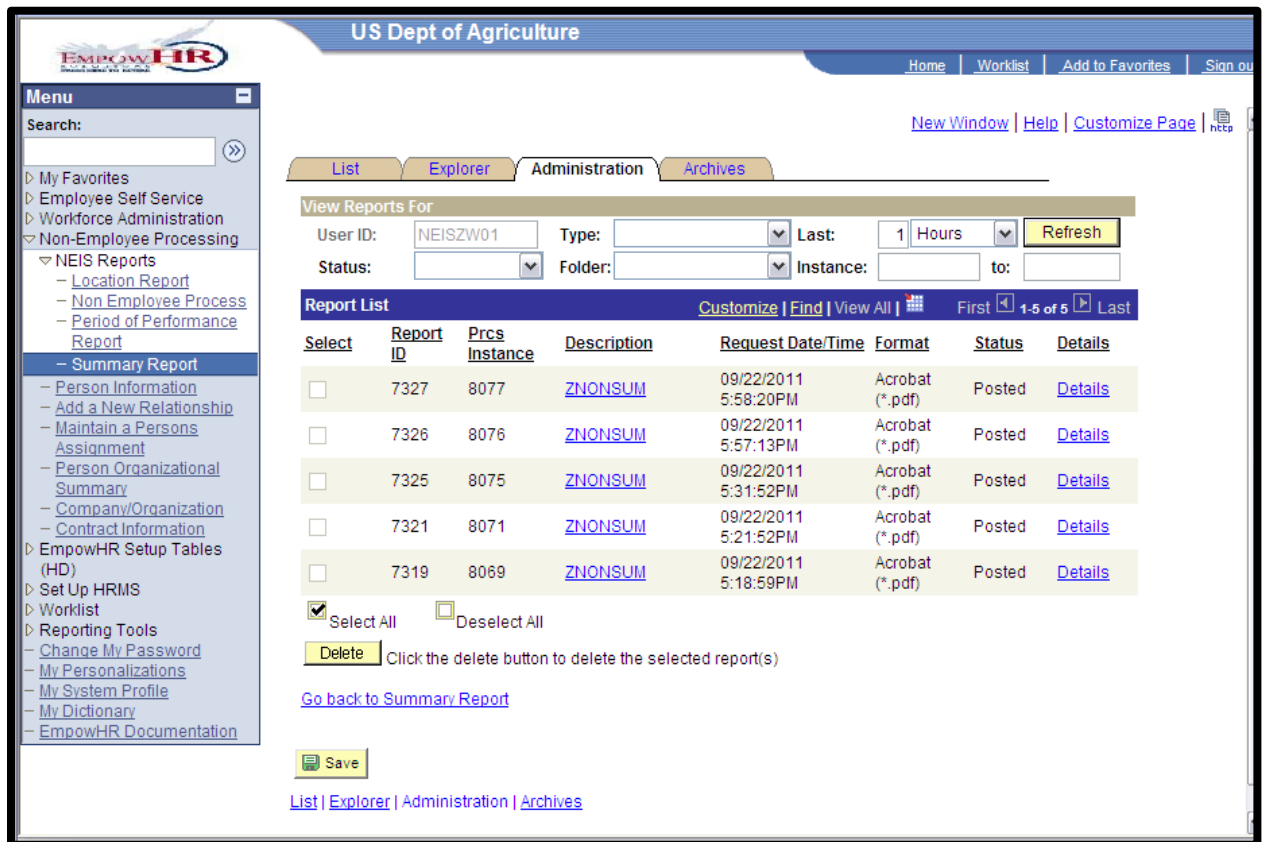
USDA/EmpowHR
SUMMARY REPORT

Page No. 1
Run Date 09/22/2011
Run Time 17:58:37

Summary All USDA, All USDA Sub-Agencies

Agency Code	Agency Description	Total Non-Employee	Indentities	Contractors	Volunteers	Interns	Affiliates	Fellows	Sponsored	Adjudicated	US Citizens	Foreign Nationals
USDA		39,629	5	1	0	0	1	7	4,251	39,627	2	
01	Office of the Secretary	133	0	0	0	0	0	0	12	133	0	
02	Agricultural Marketing Service	4,239	0	0	0	0	0	0	12	4,239	0	
03	Agricultural Research Service	9,253	1	0	0	0	0	1	22	9,252	1	
11	Forest Service	3	3	0	0	0	0	3	1	2	1	
13	Office of Communications	90	0	0	0	0	0	0	3	90	0	
14	Office of the General Counsel	303	0	0	0	0	0	0	1	303	0	
16	Natural Resources Conservation Service	2	0	1	0	0	1	2	2	2	0	
18	Economic Research Service	393	0	0	0	0	0	0	0	393	0	
20	National Agricultural Statistics Service	1,072	0	0	0	0	0	0	2	1,072	0	
22	Cooperative State Research, Education, and Extension Service	421	0	0	0	0	0	0	4	421	0	
23	Office of the Inspector General	612	0	0	0	0	0	0	5	612	0	
30	Food and Nutrition Service	1,385	0	0	0	0	0	0	10	1,385	0	
34	Animal and Plant Health Inspection Service	8,950	0	0	0	0	0	0	28	8,950	0	
36	Grain Inspection, Packers and Stockyards Administration	790	0	0	0	0	0	0	4	790	0	
37	Food Safety and Inspection Service	10,033	0	0	0	0	0	0	4,056	10,033	0	
38	Office of Chief Economist	55	0	0	0	0	0	0	2	55	0	
42	Office of Budget and Program Analysis	52	0	0	0	0	0	0	2	52	0	
EA	Departmental Administration	607	0	0	0	0	0	0	47	607	0	
EO	OFFICE OF CIVIL RIGHTS	152	0	0	0	0	0	0	9	152	0	
ES	OFFICE OF THE EXECUTIVE SECRETARIAT	29	0	0	0	0	0	0	0	29	0	
FA	Farm Service Agency	1	1	0	0	0	0	1	0	1	0	
IT	Office of the Chief Information Officer	1,054	0	0	0	0	0	0	29	1,054	0	

On the Administration Report List page, click the **Save** button and then click the **Go back to Summary Report** link to navigate back to the main Report page:



US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [https](#)

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - NEIS Reports
 - Location Report
 - Non Employee Process
 - Period of Performance Report
 - Summary Report
 - Person Information
 - Add a New Relationship
 - Maintain a Persons Assignment
 - Person Organizational Summary
 - Company/Organization
 - Contract Information
- EmpowHR Setup Tables (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - EmpowHR Documentation

View Reports For

User ID: Type: Last: Hours Refresh

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	7327	8077	ZNONSUM	09/22/2011 5:58:20PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7326	8076	ZNONSUM	09/22/2011 5:57:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7325	8075	ZNONSUM	09/22/2011 5:31:52PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7321	8071	ZNONSUM	09/22/2011 5:21:52PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	7319	8069	ZNONSUM	09/22/2011 5:18:59PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Summary Report](#)

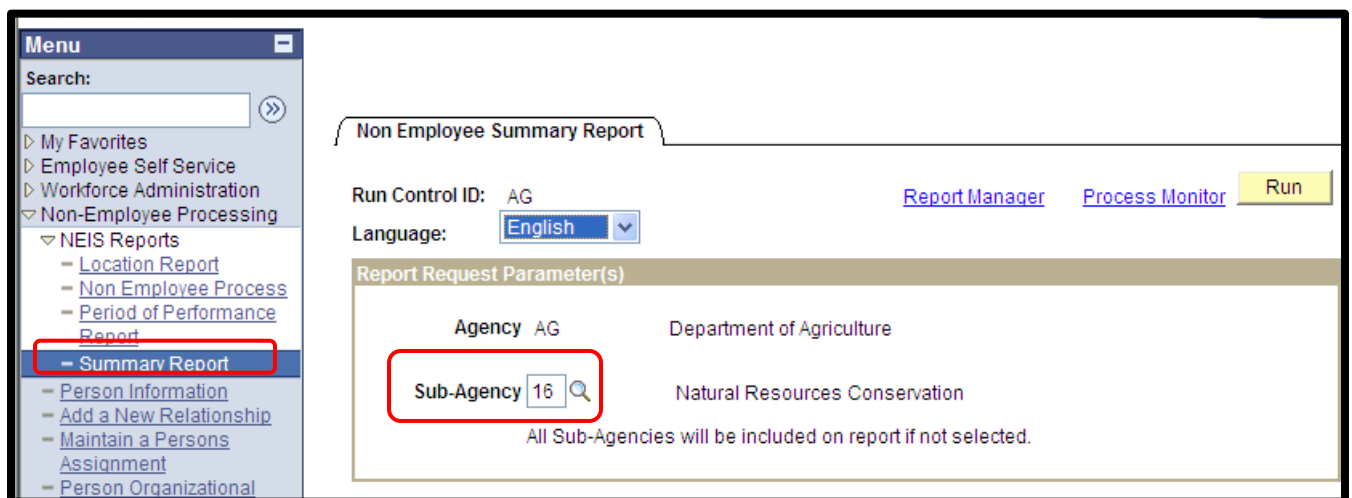
[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

When running reports, users should as shown below. Please keep in mind that Oracle's recommended format for XMLP reports is **PDF** for performance reasons.

A. Summary Report

The Summary Report provides summary numbers of non-employee identity types, sponsorships and adjudications, and citizenship for all USDA, to be used for statistical tracking and progress.



Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - NEIS Reports
 - Location Report
 - Non Employee Process
 - Period of Performance Report
 - Summary Report**
 - Person Information
 - Add a New Relationship
 - Maintain a Persons Assignment
 - Person Organizational

Non Employee Summary Report

Run Control ID: [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameter(s)

Agency Department of Agriculture

Sub-Agency Natural Resources Conservation

All Sub-Agencies will be included on report if not selected.

Figure 1: Summary Report

Step 1. Select **Summary Report** from the navigation menu.

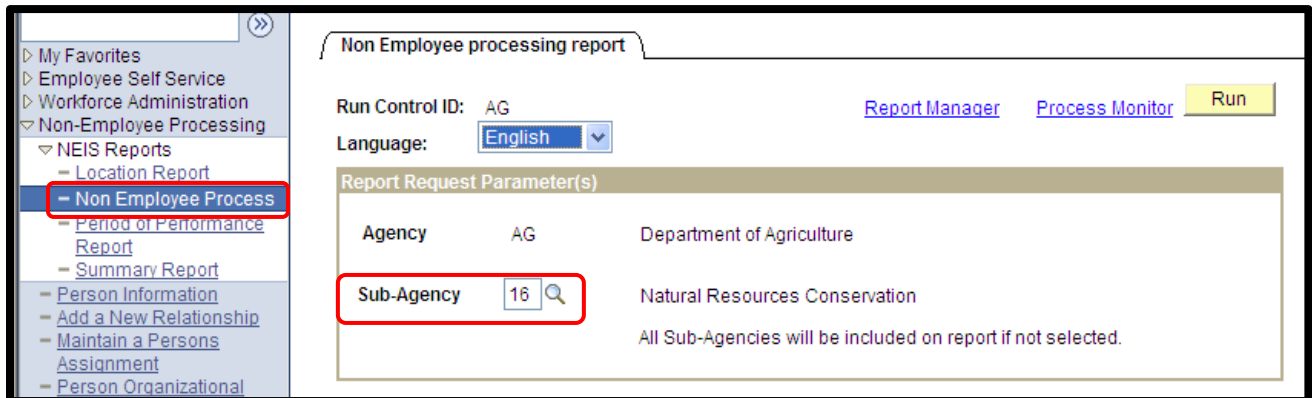
Step 2. Use the lookup function to find the **Sub-Agency** code. System Administrators may leave this field blank for a full report that includes all Sub-Agencies.

Step 3. Follow the normal process steps covered in the previous section to choose an export format.

The system will display the summary numbers for the selected criteria in the following columns: Total Non-Employee Identities, Contractors, Volunteers, Interns, Affiliates, Fellows, Sponsored, Adjudicated, US Citizens, Foreign Nationals.

B. Non-Employee Process Report

The Non-Employee Process Report provides a list of all individual non-employee identities within a specific USDA sub-agency, including their progress in the HSPD-12 process, details of their organizational relationships with the USDA sub-agency, and role holders who have taken action on their records. This report is to be used for responding to audits and for tracking, progress and trouble shooting.



The screenshot shows the 'Non Employee processing report' interface. On the left, a navigation menu lists various options, with 'Non Employee Process' highlighted. The main content area includes a 'Run Control ID' set to 'AG', a 'Language' dropdown set to 'English', and a 'Report Request Parameter(s)' table. The table shows 'Agency' as 'AG' (Department of Agriculture) and 'Sub-Agency' as '16' (Natural Resources Conservation). A 'Run' button is located in the top right corner.

Figure 2: Process Report

Step 1. Select **Process Report** from the navigation menu.

Step 2. Use the lookup function to find the **Sub-Agency** code, or leave this field blank for a full report that includes all Sub-Agencies.

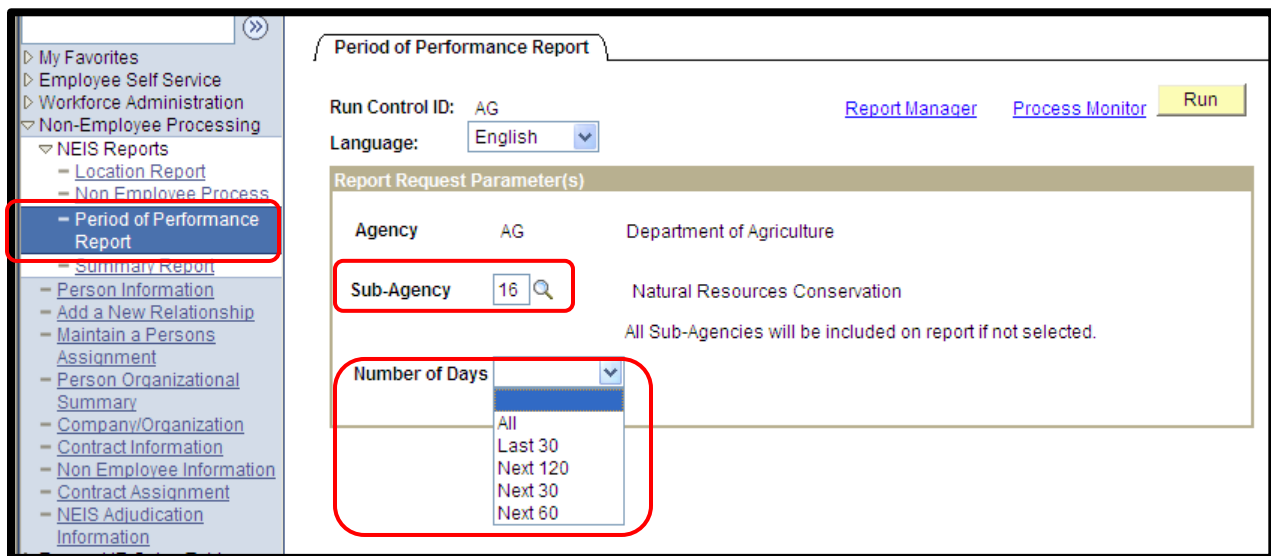
Step 3. Follow the normal process steps covered in the previous section to choose an export format.

The system displays the data in the following columns: EmplID, Last Name, First Name, Middle Name, Suffix, Country of Citizenship, Organizational Relationship Status, Organizational

Relationship Type, Period of Performance Start Date, Period of Performance End Date, USDA POC First Name, USDA POC Last Name, Agency Code, Agency Description, Data Entry OprID, Identity Record Date, Sponsored, Sponsor OprID, Sponsorship Date, LincPass Required (Y/N), Card Ship Address Code, Adjudicated, Adjudicator OprID, Investigation Status, Date Result Entered, Clearance Granted, Clearance Date.

C. Period of Performance Report

The Period of Performance Report provides a list of all individual contracts, grants or agreements within a specific USDA sub-agency within a selected date range and allows the user to narrow the results by selecting contract/grant/agreement details. This report is to be used for preventing untimely LincPass terminations.



The screenshot shows the 'Period of Performance Report' interface. On the left, a navigation menu lists various options, with 'Period of Performance Report' highlighted. The main form area contains the following elements:

- Run Control ID:** AG
- Language:** English (dropdown menu)
- Report Request Parameter(s):**
 - Agency:** AG, Department of Agriculture
 - Sub-Agency:** 16 (with a search icon)
 - Number of Days:** All (dropdown menu with options: All, Last 30, Next 120, Next 30, Next 60)
- Buttons:** Report Manager, Process Monitor, Run

Figure 3: Period of Performance Report

Step 1. Select **Period of Performance** from the navigation menu.

Step 2. Use the lookup function to find the **Sub-Agency** code, or leave this field blank for a full report that includes all Sub-Agencies

Step 3. Select a date range.

Step 4. Follow the normal process steps covered in the previous section to choose an export format.

The system displays the data in the following columns: PIID/Contract ID/Grant or Agreement Number, Agency Code, Agency Description, POP Start Date, POP End Date, USDA POC First Name, USDA POC Last Name, Company/Organization Name

D. Location Report

The Location Report provides a matrix of numbers of non-employee types by physical location for all USDA sub-agencies. This report is to be used for statistical analysis and reporting to determine where the non-employee populations are located geographically for each sub-agency.

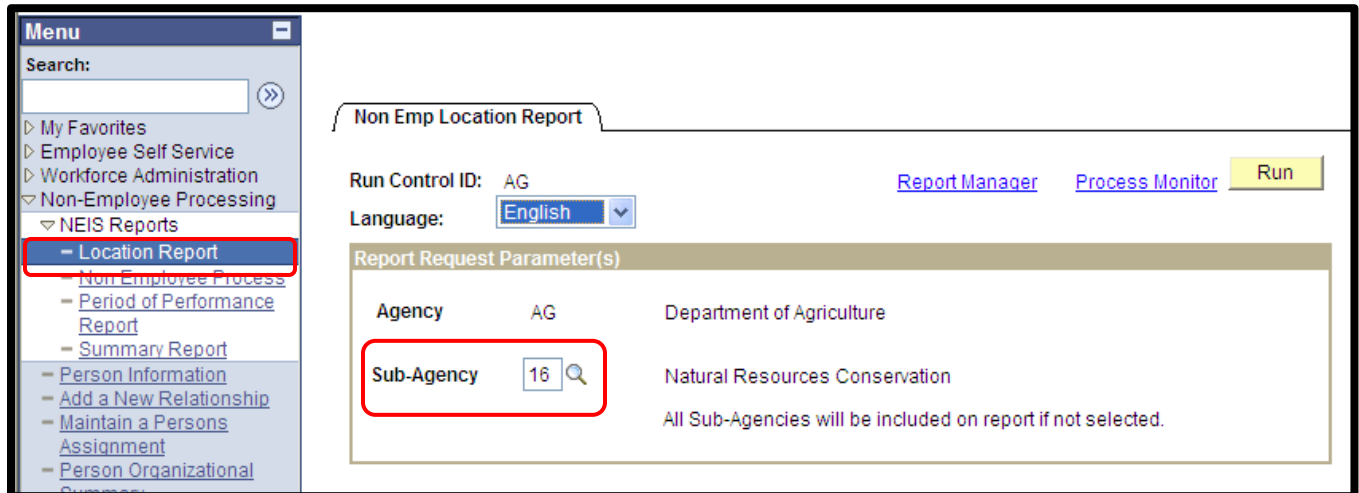


Figure 4: Location Report

Step 1. Select **Location Report** from the navigation menu.

Step 2. Use the lookup function to find the **Sub-Agency** code, or leave this field blank for a full report that includes all Sub-Agencies.

Step 3. Follow the normal process steps covered in the previous section to choose an export format.

The system displays location information and summary level totals in the following columns: City, State, Contractors, Volunteers, Interns, Affiliates, Fellows, and Sub-Agency Totals.

Sorting the Report Results

If you would like to sort the report results, choose the **.csv** format. You will be prompted open or save the report in a location of your choosing.

Help Resources

Questions about this Guide or HSPD-12?

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Email: USDAHSPD12help@dm.usda.gov

